



# Delegation of Approval Authority for Training

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# Delegation of Approval Authority

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- ✓ Exception to AR 690-400, Chapter 410 granted by PERSCOM memo 15 Oct 93, allows Commanders to delegate approval to line managers
- ✓ In line with National Performance Review powerdown philosophy
- ✓ Implemented through new DOD TRAIN system

# Exceptions to Delegated Approval Authority

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- ✓ Competitive Development Programs
- ✓ Academic Training Requested on a Program Basis
- ✓ Extended Resident University Programs

# Delegated Approval Authority

## Responsibilities

- ✓ Approving Official responsible for assuring all items completed correctly on DD form 1556
- ✓ As with any procurement, training, must be approved IN ADVANCE of the course start date
- ✓ Verifying that appropriate budget officer has certified funds

# Delegated Approval Authority

## Responsibilities

- ✓ Ensuring all employees considered fairly and equitable for training
- ✓ Ensuring schools or vendors that discriminate based upon race, color, religion, ethnicity, national origin, age, sex, marital or handicapping status are not used

# Delegated Approval Authority Responsibilities

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- ✓ Ensuing that training justification supports the organization's mission and performance goals
- ✓ Ensuing an obligated service agreement is signed for training in excess of 80 hours
- ✓ Ensuring training requests comply with applicable Labor-Management Agreements

# Delegated Approval Authority

## Responsibilities

- ✓ Ensuring employee meets the prerequisites for requested training
- ✓ Ensuring employee attends and completes the training
- ✓ Ensuring that cancellations or substitutions reach the vendor in time to avoid unnecessary charges to the government

# Delegated Approval Authority

## Responsibilities

- ✓ Ensuring employee and supervisor complete electronic (TRAIN) evaluations
- ✓ Ensuring copy of vendor info to include course description, cost and scheduling information is maintained in MARKS 690-410(j)

# Areas of Concern

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- ✓ Training solely to obtain academic degree prohibited unless part of a DA Competitive Development Opportunity
- ✓ Training can not be approved solely to qualify employee for promotion
- ✓ Training outside CONUS must be DA approved

# Review of Primary Responsibilities

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- ✓ Review and approve in accordance with law and regulation
- ✓ Ensure proper use of government funds
- ✓ Documentation of training actions